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**A Professional Research and Knowledge
Taxonomy for Youth Development:**

Communication
January 1990 - July 1991

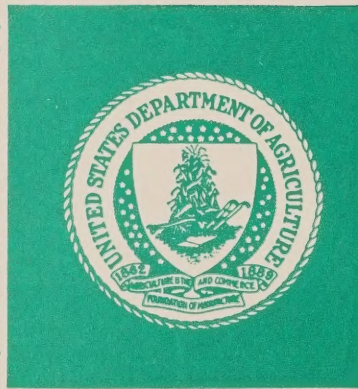
Volunteerism
January 1990 - July 1991



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**A Professional Research and Knowledge
Taxonomy for Youth Development:**

Communication

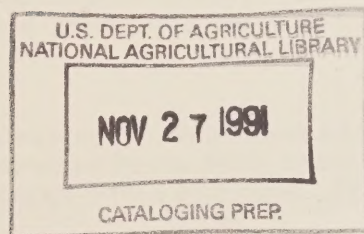
January 1990 - July 1991

Volunteerism

January 1990 - July 1991

Updates February 1990 issues

**Rebecca S. Thompson
Youth Development Information Center**



**Youth
Development**

National Agricultural Library Cataloging Record:

Thompson, Rebecca

Communication : Volunteerism : a professional research and knowledge taxonomy for youth development, January 1990-July 1991.

1. Communication in organizations—United States—Bibliography. 2. Voluntarism—United States—Bibliography. 3. Youth—Research—United States—Bibliography. 4. 4-H clubs—United States—Bibliography.
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SYSTEM	ADDRESS CODE
ALANET	ALA1031 (SYSTEM 41)
INTERNET	LENDINGBR@ASRR.ARSUSDA.GOV
EASYLINK	62031265
ONTYME	NAL/LB
SprintMail	NALLENDING
TWX/TELEX	Number is 710-828-0506 NAL LEND. This number may only be used for ILL requests.
DIALCOM	All System57 users - access NAL via ALANET (System 41)
FTS2000	A12NALLEND
OCLC	NAL's symbol AGL need only be entered once, but it must be the last entry in the Lender string. Requests from USDA and Federal libraries may contain AGL anywhere in the Lender String.

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AG University/NAL ILLRQ 231 9/1/91 NEED BY: 10/1/91

Interlibrary Loan Department
Agriculture University
Heartland, IA 56789

Dr. Smith Faculty Ag School

Canadian Journal of Soil Science 1988 v 68(1): 17-27
DeJong, R. Comparison of two soil-water models under semi-arid growing
conditions

Ver: AGRICOLA

Remarks: Not available at IU or in region.

NAL CA: 56.8 C162

Auth: C. Johnson CCL Maxcost: \$15.00

MORE

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**A Professional Research and Knowledge
Taxonomy for Youth Development:**

Communication

January 1990 - July 1991

Volunteerism

January 1990 - July 1991

Search Strategy

S1	1790	(4H()PRK OR 4HPRK?)/ID
S2	818	S1 AND UD = 9001:9999
S3	87	S2 AND VOLUNTEERISM/ID
S4	35	S2 AND COMMUNICATION/ID

SAMPLE CITATIONS

Citations in this bibliography are from the National Agricultural Library's AGRICOLA database. An explanation of sample journal article, book, and audiovisual citations appears below.

Journal Article:

Title
Arizona meets fast food marketing challenge.

Author — **Morrison, S. B.** *Publisher* — **Denver, Colo. : American School Food Service Association.** *Journal Title* — **School foodservice**

Place of Publication — **journal.** *Date* — **Sept 1987.** *Volume* — **v. 41** *Issue* — **(8).** *Pages* — **p. 48-50.** *NAL Call Number* — **ill. (NAL Call No.: DNAL 389.8.SCH6).**

Book:

Title
Exploring careers in dietetics and nutrition /by June Kozak Kane.

Author — **Kane, June Kozak.** *Publisher* — **New York : Rosen Pub. Group,** *Date* — **1987.**

Place of Publication — **Includes index.** *NAL Call Number* — **xii, 133 p. : ill. ; 22 cm. Bibliography: p. 126. (NAL Call No.: DNAL RM218.K36 1987).** *Total no. of Pages* — **133**

Audiovisual:

Title
All aboard the nutri-train.

Author — **Mayo, Cynthia.** *Place of Publication* — **Richmond, Va. : Richmond Public Schools,** *Publisher* — **1981.** *Date* — **NET funded.**

Media Format — **Activity packet prepared by Cynthia Mayo.** *NAL Call Number* — **1 videocassette (30 min.) : sd., col. ; 3/4 in. + activity packet. (NAL Call No.: DNAL FNC TX364.A425 F&N AV).** *Description (sound, color, size)* — **3/4 in.**

Background

The Professional Knowledge and Research Base of Extension 4-H Youth Development (4hprk) was a project funded by the Extension Service, U.S. Department of Agriculture. Two Land-Grant Universities cooperated with officials from the Extension Service and the National Agricultural Library (NAL) to identify the knowledge and research base of Extension 4-H Youth Development education and to abstract/compile the foundation materials to strengthen research-based 4-H youth development education throughout the United States.

Professional Research Knowledge Taxonomy Created

The Cooperative Extension Service, Mississippi State University completed the identification, collection, and annotation of works of research and inquiry related to Extension 4-H Youth Development from the academic, public and private sectors. The Ohio Cooperative Extension Service completed the identification and compilation of the knowledge base dimension of the project. This compilation represents the resources most frequently identified by Extension 4-H Youth Development professionals in the States as cornerstones for their educational programs.

The resources were subsequently sorted for the use of educators according to the five (5) basic component areas that comprise the identified knowledge base from which 4-H youth development proceeds: Communication, Educational Design, Youth Development, Youth Program Management, and Volunteerism.

Resources Housed at the National Agricultural Library (NAL)

A collection of resources identified as the "4-H professional, research and knowledge base" (4hprk) is currently being assembled at NAL. Key research, books, and journal articles are being processed for the collection and subsequently added to AGRICOLA, NAL's national and international electronic database.

This bibliography, *A Professional Research and Knowledge Taxonomy for Youth Development: Communication; Volunteerism*, was created by using the identifiers "4hprk communication" and "4hprk volunteerism" during a search of the AGRICOLA database. This update includes literature added to the AGRICOLA database between January 1990 and July 1991. Readers will find such subject matter as: the Cooperative Extension Service and 4-H philosophy and mission, needs assessment, program design, program implementation, and program redirection.

Copies of the publications are available through the interlibrary loan system of university and local libraries.

Accessibility to published literature is one of NAL's goals. Please refer to the "Document Delivery Services to Individuals" policy statement at the beginning of this bibliography for information on how to obtain copies of these items.

Youth Development Information Center
Established at the National Agricultural Library

One result of this tremendous effort has been the formation of the Youth Development Information Center located at NAL. A joint project of the Extension Service and the National Agricultural Library, the Center's staff assist youth development professionals access the resources of the Library. The staff also assist the National Association of Extension 4-H Agents as they continue to identify and abstract resources for the 4hprk collection.

The Center staff work with other youth development agencies and organizations in the establishment of national youth information networks. Staff also identify materials for the national collection.

Services offered by the Center's professionals include: answering specific questions, referring users to other agencies and organizations, and conducting literature searches in a variety of databases.

Communication

January 1990 - July 1991

0001

Are extension publications readable?.

Johnson, E. ; Verma, S. Madison, Wis. : Extension Journal, Journal of extension, Spring 1990. v. 28. p. 35. Includes references. (NAL Call No.: DNAL 275.28 J82).

This study looked at the question: Can the intended audiences understand circular letters and newsletters sent by Extension? The common formula used to measure readability considered sentence length and word length, or number of syllables. Readability grade level of the adult audience material (11.2) was over two grades higher than the reading grade level of the average U.S. adult (9.0). Likewise, the youth audience material had a readability grade level of 9.6, whereas 86% of Alabama 4-Hers are in the 8th grade or lower. Six variables were found to significantly influence readability, and explain 13.4% of the variance. Materials written by agents who had more education and had taken more hours of inservice communication training were more difficult to understand. However, the materials became easier to understand when agents spent more time writing.

0002

Between parent & child /Haim G. Ginott.

Ginott, Haim G. New York, N.Y. : Avon Books, 1969. c1956 i.e. c1965. xiv, 252 p. ; 18 cm. Includes bibliographical references (p. 245) and index. (NAL Call No.: DNAL HQ769.G5).

Abstract: The purpose of this book is to help parents identify their goals in relation to their children and to suggest methods of achieving those goals. Based on 15 years of experience with parents and children in guidance and psychotherapy, this publication is a practical guide which presents concrete suggestions and preferred solutions for dealing with daily situations and psychological problems faced by all parents. While the book gives specific advice, it also sets forth basic principles to guide parents in living with children in mutual respect and dignity.

0003

Communication a professional research and knowledge taxonomy for youth development / compiled by Sandra L. Facinoli.

Facinoli, Sandra L. Beltsville, Md. : National Agricultural Library, U.S. Dept. of Agriculture, 1989. Revision of: 4hrpk : communication / Kathleen C. Hayes. 1988.~ "Revised September 1989.". 9 p. ; 28 cm. (NAL Call No.: DNAL aZ7164.Y8H33 1989).

Abstract: This bibliography represents a part of the materials in the 4hrpk collection through September, 1989. 4hrpk is a taxonomy of professional research and knowledge for 4-H and youth development professionals. It was developed as part of USDA funded research conducted at Ohio State and Mississippi State Universities. The set of bibliographies is composed of five categories: communication, educational

design, youth development, youth program management, and volunteerism. A bibliography has been created for each category. The bibliographies provide a bibliographic citation and an abstract for each item in the collection.

0004

Communication a professional research and knowledge taxonomy for youth development, October 1987-December 1989 /Sandra L. Facinoli.

Facinoli, Sandra L. Beltsville, Md. : National Agricultural Library, U.S. Dept. of Agriculture, 1990. "Updates September 1989 issue."~ "February 1990."~ Includes index. 13 p. ; 28 cm. (NAL Call No.: DNAL aZ7164.Y8H33 1990). Abstract: This bibliography represents a part of the materials in the 4hrpk collection through December, 1989. 4hrpk is a taxonomy of professional research and knowledge for 4-H and youth development professionals. It was developed as part of USDA funded research conducted at Ohio State and Mississippi State Universities. The set of bibliographies is composed of five categories: communication, educational design, youth development, youth program management, and volunteerism. A bibliography has been created for each category. The bibliographies provide a bibliographic citation and an abstract for each item in the collection.

0005

Communication for a livable world a curriculum for grades 4-8 /Jory Post and Alan Friedman.

Post, Jory. ; Friedman, Alan. Santa Cruz, CA : Network Publications, 1988. 149 p. ; 28 cm. Includes bibliographical references. (NAL Call No.: DNAL P91.3.P6).

Abstract: This teaching guide for grades 4-8 employs the cooperative education approach in discussing the topic of communication. The ideas and activities will help students learn to value and master the power of communication. The guide focuses on: history of communication (from cave painting to satellites), methods of communication (verbal, written, visual and nonverbal), communication skills (presentation, writing, and critical thinking), and projects encouraging co-operative work among student groups.

0006

Criteria for evaluating videodisc interactivity.

Litchfield, B.C. Washington, D.C. : The National Society for Performance and Instruction. Performance & instruction, July 1990. v. 29 (6). p. 23-26. Includes references. (NAL Call No.: DNAL LB1028.5.N3).

Interactive videodisc (IVD) is gaining in popularity and use as a learning tool. This article provides guidelines on how to evaluate the IVD, the importance of becoming familiar with the three levels, and to know the particular features of each. Careful evaluation of products and programs can produce a powerful and flexible instructional

delivery system.

0007

Design of the audio track for instructional slide sets and filmstrips.

Pett, D.W. Washington, D.C. : The National Society for Performance and Instruction. Performance & instruction. Oct 1989. v. 28 (9). p. 1-4. ill.

Includes references. (NAL Call No.: DNAL LB1028.5.N3).

The spoken words, music, and sound effects that combine to form the audio track of a slide set or filmstrip are critical components of these instructional media. This article focuses on five aspects of designing an effective audio track for instructional materials: planning, visual-auditory relationships, structure, narration, music and sound effects. The information covered under these five headings comes from a variety of sources including research findings and the experience of professional producers.

0008

A designer's guide to scriptwriting: video capabilities and limitations.

Hunter, P.E. Washington, D.C. : The National Society for Performance and Instruction. Performance & instruction. Mar 1990. v. 29 (3). p. 18-22. Includes references. (NAL Call No.: DNAL LB1028.5.N3).

A program's educational value begins with the script. Scriptwriting includes many components: the ability to think visually, to write complimentary narration, to be sensitive to camera techniques, and to understand the medium's capabilities and limitations. Each of the primary capabilities and limitations of scriptwriting is reviewed.

0009

Express yourself! Public speaking & presentations.

Risdon, P. Blacksburg, Va. : Extension Division, Virginia Polytechnic Institute and State University. Publication - Virginia Cooperative Extension Service. 1989. (388-028). 8 p. ill. (NAL Call No.: DNAL S544.3.V8V52).

The purpose of this manual is to teach both youth and adults how to develop successful public speaking and presentation skills. It gives step by step instructions. There are seven steps that need to be followed in order for the process to occur. They are: Recording Your Ideas, Organizing Your Ideas, Thinking About Your Audience, Composing Your Speech, Concluding Your Speech, Preparing Visual Aids, and Rehearsing Your Speech.

0010

Forewarning of a threat and prior knowledge of outcome: effects on children's emotional responses to a film sequence.

Hoffner, C. : Cantor, J. Austin, Tex. : International Communication Association. Human communication research. Spring 1990. v. 16 (3). p. 323-354. Includes references. (NAL Call No.: DNAL

P91.3.H8).

This experiment examined the influence of prior information on children's emotional responses to a frightening program. Two age groups were tested and variables included: forewarning of the threat vs. no forewarning, and prior knowledge of a happy outcome vs. no knowledge. Responses were gathered by self-reports, facial expressions, and skin temperature. Self-reports of emotions revealed that forewarning of the threat increased anticipatory fear but did not affect emotional responses to the threatening scene. Prior knowledge of the happy outcome tended to reduce anticipatory fear but had a somewhat inconsistent effect on fear during the threatening scene.

0011

Getting it together symbols, sounds, and syllables / by Rob Williams .. et al. .

: Williams, Rob. Athens : Cooperative Extension Service, University of Georgia, College of Agriculture, 1985? . Cover title.~ "4-H learning experiences in communication."~ "Reprinted August, 1985"--T.p. verso. 31 p. : ill. : 28 cm. (NAL Call No.: DNAL jP91.2.G4).

Abstract: This is a communication project manual for 4-H'ers at the Junior High level. The manual is sub-divided into three sections: communicating with yourself, communicating with others, and communicating with lots of people. In the section of communicating with yourself, attention is given to self examination of ideas and problems that enhance or hinder communication. An exercise included is creating a collage of self-expression. On communication with others most information involves one-on-one communication and interaction. The key concept conveyed is the importance of feedback between people via verbal and body responses. One activity includes you and a friend listing common activities, interests, etc. Another suggestion is to learn a foreign language. With regards to communication via broadcast media and print media in news and advertisements. One suggestion for communication with posterity is the creation of a time capsule to be opened at a later date.

0012

A guide to good overheads.

Rinderer, M.J. Washington, D.C. : The National Society for Performance and Instruction. Performance & instruction. Mar 1990. v. 29 (3). p. 26-32. ill. Includes references. (NAL Call No.: DNAL LB1028.5.N3).

This article presents a set of guidelines for creating and using good overheads in presentations and training sessions.

0013

The influence of a publication development process on the comprehensibility of extension publications /by Penny Risdon.

Risdon, Penny. 1989? . Submitted to the 4-H PRK collection, Youth Development

Information Center, National Agricultural Library. 47 leaves : ill. ; 28 cm. (NAL Call No.: DNAL S533.R5).
Abstract: This paper examines how comprehensible extension publications are to 4-H members and adults. A model for a publication development process is described and the results of six experiments based on this model are examined. The author begins by describing this model, which is based on learning principles, and continues by describing six studies which were conducted to test the effect of the process on the comprehensibility of extension publications.

0014

Influencing practices through videotape: a systematic evaluation of communications technology.

Decker, D.J. ; Merrill, W.G. Madison, Wis. : Extension Journal. Journal of extension. Spring 1990. v. 28. p. 21-24. (NAL Call No.: DNAL 275.28 J82).
 Despite its increased use in recent years, evaluation of videotape application to non-formal adult education has been limited. Dairy specialists at Cornell University believing that a videotape might work well, produced a 25 minute videotape as part of an educational program on proper milking procedures. Although a workshop setting was the intended format for viewing the videotape, it was clear the videotape might be used in less-structured settings, such as a farmer's home. Therefore, it was developed to be self-explanatory, with a supplemental bulletin. Dairy farmers liked having a videotape as part of the workshop. Furthermore, the videotaped-based program lead to improvement in knowledge and change in attitude among farmers. The value of follow-up contact to understand the extent of actual impact was also demonstrated.

0015

Information technology: Extension's future.

Astroth, K.A. Madison, Wis. : Extension Journal. Journal of extension. Spring 1990. v. 28. p. 30-31. Includes references. (NAL Call No.: DNAL 275.28 J82).
 The Extension Service must be able to provide information that makes a difference. Extension needs to adopt technologies that will enhance the delivery system and bring Extension gracefully into the next century as a critical and valued partner with other information providers. Four variables that must be in place to accomplish this include: Administrators who will foster an institutional culture with strong commitment to advanced communications technology; Every county must have a computer; All staff must be computer literate; and Each county office must have a telephone modem to link with the wide variety of electronic bulletin boards and mail systems.

0016

Interplay the process of interpersonal communication /Ronald B. Adler, Lawrence B. Rosenfeld, Neil Towne.

Adler, Ronald B. 1946-. ; Rosenfeld, Lawrence B.-Towne, Neil. ; 1928-. New York : Holt, Rinehart and Winston, c1989. xi, 320 p. : ill. ; 23 cm. Includes bibliographies and indexes. (NAL Call No.: DNAL BF637.C45A4 1989).
Abstract: This textbook intends to provide a thorough, readable survey of the field of interpersonal communication for readers taking their first serious look at the subject. The authors have tried to summarize the expanding volume of research and theorizing in order to help readers to understand the field better and to help readers improve their own communication behavior.

0017

Intra-personal communication: using self-talk for self-improvement.

Challis, J. Washington, D.C. : The National Society for Performance and Instruction. Performance & instruction. Aug 1989. v. 28 (7). p. 37-39. (NAL Call No.: DNAL LB1028.5.N3).
 This article discusses the use of self-talk, visualization, and relaxation to improve one's potential. The author describes each skill and includes recommended books on each topic.

0018

Making the most of meeting time.

Tobia, P.M. ; Becker, M.C. Alexandria, Va. : American Society for Training and Development. Training and development journal. Aug 1990. v. 44 (8). p. 34-38. ill. (NAL Call No.: DNAL BF636.T7).
 Three simple principles for making sure meeting time is well spent are reviewed by authors Peter Tobia and Martin Becker. Skills for successful meetings are discussed. The dynamics of discussion are presented. Hints are shared on managing conflict. And, it is suggested that meetings be approached with a zero-based budgeting attitude. Is this meeting necessary to achieve my primary objective?

0019

Power of the spoken wordWillie Larkin.

Larkin, Willie D., 1949-. Stacy, MN : Spectra Photo/Audio, 1989? . Presented at the 43rd Annual Conference of the National Association of Extension 4-H Agents, Mobile Alabama, Nov. 5-9, 1989.~ "1989 NAE4-HA Annual Conference."~ "414-T4." 1 sound cassette (ca. 90 min.). (NAL Call No.: DNAL Audiocassette no.172).
Abstract: In order to become master teachers and professional change agents, we all must be able to communicate more effectively. In today's ever changing, fast paced and technologically bombarded society. Extension professionals must become powerful communicators to compete with the distractions of television, videos, sporting events, school activities, and a host of other leisure-time outlets. The ability to effectively communicate valuable information and project a positive

self-image at the same time is extremely important in all aspects of our personal and professional lives. If you have a fear of speaking in public or would just like to put power and pizzazz into your presentations, then this workshop will interest you. The workshop will focus on the power of the spoken word. Specific skills in speaking, listening, and thinking on your feet will be demonstrated and taught. Participants will learn how to speak with power and conviction~ by improving stage presence, controlling the voice, using gestures and body language, notes and visual aids, and audience involvement. The participants will also learn how to tell stories, use examples, answer questions, and paint word pictures to get their educational message across. Each participant will receive a workbook. This session will be video-taped.

0020

Pragmatics of human communication a study of interactional patterns, pathologies, and paradoxes / by Paul Watzlawick, Janet Helmick Beavin and Don D. Jackson.

Watzlawick, Paul. ; Bavelas, Janet Beavin,; 1940--Jackson, Don D.; 1920-1968. New York : Norton c1967. 294 p. : ill. ; 22 cm. Bibliography: p. 272-283. (NAL Call No.: DNAL BF637.C45W3 1967).

Abstract: This book presents the basic characteristics of human communication and illustrates their manifestations and potential pathologies. This work in an attempt to create a model of communication and support the model with some facts. This publication is intended as an introduction to the prognostics of human communication.

0021

Professional advice on videotaping instruction.

Bunch, J. Washington, D.C. : The National Society for Performance and Instruction. Performance & instruction. Jan 1990. v. 29 (1). p. 16-20. Includes references. (NAL Call No.: DNAL LB1028.5.N3).

Instructors who try videotaping themselves without the assistance of a professional can end up very disappointed with the final results. The author offers some professional advice on improving the quality of videotaped instruction. These are enhancing your professional image on video, designing instruction for videotaping, managing the equipment functions, and how to make the most of videotaped material. Training programs without evaluation miss valuable feedback which could be the basis of improved training. Program evaluation is avoided because the instructor may fear failure or may fear being penalized if less than favorable feedback is reported. The author provides a model to develop a training and evaluation program and illustrates how there should be no separation between the two. His methods are based on the CIPP (context, input, process, product) Training Program Development

and Evaluation Model which takes you through the steps of identifying training goals, field testing, product evaluation, and the course development procedure.

0022

Radio: untapped teaching tool--effective nutrition education for Hispanics.

Romero-Gwynn, E. ; Marshall, M.K. Madison, Wis. : Extension Journal. Journal of extension. Spring 1990. v. 28. p. 9-11. Includes references. (NAL Call No.: DNAL 275.28 J82).

Radio is an effective resource to present subject matter of general interest as well as specialized content directed to specific target groups. The authors tested the feasibility and effectiveness of delivering nutrition education through radio broadcasting to low-income Hispanic mothers. The study suggests that radio is an accepted and successful medium for conveying nutrition education to low-income Hispanic mothers. The study suggests that the radio lessons promoted learning new knowledge and several behavioral changes among participants. The use of radio as an educational tool for Extension programs aimed at Hispanics can be successful due to the large number of Spanish radio stations in the United States and the widespread use of radio among Hispanics.

0023

Scriptwriting like the pros.

Schleger, P. Alexandria, Va. : American Society for Training and Development. Training and development journal. May 1990. v. 44 (5). p. 69-71. (NAL Call No.: DNAL BF636.T7).

Four basic rules for scripting audio-visual programs are reviewed. A variety of video format's are listed that can be matched to program concepts. Author Peter Schleger completes his article with writing hints.

0024

Telecommunications staff development for California's English-Language Arts Framework.

Grubb, M. ; Gonzales, P.C. Alexandria, Va. : Association for Supervision and Curriculum Development. Educational leadership. Mar 1990. v. 47 (6). p. 56-57. (NAL Call No.: DNAL L11.E38). Educational Telecommunications Network (ETN) was developed to answer questions raised by California teachers on how to teach the state adopted "English Language Arts Framework" to a class of students varying in educational, experiential, and linguistic backgrounds. ETN serves as an electronic staff development distribution system, providing teleconferences to client school districts throughout California. Each program provides a complete staff development package, including videotaped classroom scenes showing teachers teaching in the manner suggested Framework.

0025

Town and country dialogue.

Lundin, F. ; Tullis, B. Madison, Wis. : Extension Journal. Journal of extension. Spring 1990. v. 28. p. 32. (NAL Call No.: DNAL 275.28 J82).
The problem existed in trying to get town and country people communicating in the face of economic crises. The agriculture and business sectors needed to communicate with each other. People from both town and country needed to hear and understand each other. The objectives of the program were to break down traditional barriers of distrust between town and country, promote understanding, and improve cooperation and mutual support. Town and Country Days were planned to foster understanding.

0026

Understanding human communication

/Ronald B. Adler, George Rodman.

Adler, Ronald B. 1946-. ; Rodman, George R., ; 1948-. New York : Holt, Rinehart, and Winston, c1988. xv, 422 p. : ill. ; 24 cm. Includes bibliographies and index. (NAL Call No.: DNAL P90.A32 1988).

Abstract: This textbook shows how theories and research on face-to-face communication translate into skills that students can use to communicate more effectively in their everyday lives. Every chapter contains a wide variety of epigrams, photos, brief readings, sophisticated cartoons, and individual exercises that present key ideas. Topics includes: elements of communication, listening, nonverbal communication, interpersonal communication, communication in groups and public communication.

0027

The uses of colors to enhance training communications.

Bergeron, R. Washington, D.C. : The National Society for Performance and Instruction. Performance & instruction. Aug 1990. v. 29 (7). p. 34-37. Includes references. (NAL Call No.: DNAL LB1028.5.N3).

The results of research on the influences of color when used in training are presented. Colors, when properly used, not only enhance a presentation, but increases trainees' retention as well. Recommendations for color combinations for use in visual aids are given.

0028

Volunteer middle management: a systems view.

Palmer, D.E. Tucson, Ariz. : Associates for Youth Development. New designs for youth development. Winter/Summer 1989. v. 9 (1/3). p. 13-16. ill. Includes references. (NAL Call No.: DNAL HQ793.N48).

An empowered volunteer staff is an important goal of a volunteer middle management system. Palmer describes elements of successful volunteer involvement including: Knowledge of mission and framework of the

organization and knowledge of what work is done by paid and volunteer staff. Communication is discussed as it relates to different levels of people within a system. Key questions are provided to help analyze the status, progress, and change within the organization. Palmer also describes characteristics of productive human systems and gives practical suggestions and a checklist of processes to be established and maintained in a workable volunteer effort. Palmer advocates that we think about volunteer systems, not individual volunteer roles. "We lead people, we manage things."

0029

Who participates in teleconferences?.

Long, H.B. Madison, Wis. : Extension Journal. Journal of extension. Spring 1990. v. 28. p. 35-36. (NAL Call No.: DNAL 275.28 J82).

This study was designed to determine if the CES teleconference programs were viewed by a broad segment of Oklahoma's population or if the programs appealed only to a certain population segment. Variables includes: Age; Education; Income; Economic activity; Frequency of participation; and Program topics. This study's findings indicate that CES teleconference participants in Oklahoma are older, better-educated, and more affluent than the general state population. They're also better-educated, more affluent, and older than the rural population. Viewer preferences indicate that about two-thirds of the desired program topics are nonagricultural.

0030

Woman to woman Wendy Stivers.

Stivers, Wendy. Stacy, MN : Spectra Photo/Audio, 1989? . Presented at the 43rd Annual Conference of the National Association of Extension 4-H Agents, Mobile, Alabama, Nov. 5-9, 1989.~ "1989 NAE4-HA Annual Conference."~ Title in program book: Woman to woman: mentoring in the extension system.~ "414-T18A; 414-T18B." 2 sound cassettes (ca. 180 min.). (NAL Call No.: DNAL Audiocassette no.180).

Abstract: Women as resources for change in administration/management are often overlooked in the Cooperative Extension System. Research statistics show that Extension continues to be highly dominated by male managers. In this session, a panel of women Extension managers will provide information to 4-H professionals on educational and career planning for management and administrative positions in Cooperative Extension. Managers/administrators will be from county, district, state, and national levels. Participants will network and discuss the mentoring process.

0031

Writing to teach.

Risdon, P. Madison, Wis. : Extension Journal. Journal of extension. Spring 1990. v. 28. p. 38-39. Includes references. (NAL Call No.: DNAL 275.28

J82).

Extension has been plagued by the fact that many citizens avoid Extension publications because they're hard to read and use. Learning theory suggests a way to develop more effective written materials. Extension staff can benefit from understanding how learning theory can be applied in developing Extension publications. A six-stage model for developing the text of a publication is featured: Clarifying the Purpose; Creating Relevance; Developing Coherent Structure; Explaining Terminology; Composing Cohesive Passages; and Evaluating the Publication.

0032

4-H Computer Project national pilot test evaluation : executive summary /written by Richard C. Maurer ... et al..

; Maurer, Richard C. Lexington, Ky : Cooperative Extension Service, University of Kentucky College of Agriculture, 1984. 22 p. ; 28 cm. (NAL Call No.: DNAL S533.F66F61).

Abstract: This report is a summary of the development, implementation, and evaluation of the national pilot test of the 4-H Computer Project. The report focuses on the results of the evaluation and recommendations for implementing and conducting the project within the 4-H program. Included are evaluations by 4-H members, Extension personnel, and 4-H leaders.

0033

4-H Computer Project national pilot test evaluation : final report /written by Richard C. Maurer ... et al..

; Maurer, Richard C. Lexington, Ky : Cooperative Extension Service, College of Agriculture, University of Kentucky, 1984. 103 p. ; 28 cm. Includes bibliographical references. (NAL Call No.: DNAL S533.F66F615).

Abstract: This report describes in detail the history, process, and evaluation of the national pilot test of the 4-H Computer Project. The report attempts to show all the steps taken during the program development, including evaluation of the pilot test, revisions made in the project materials, and recommendations for implementing the project within the 4-H program. Sections of the report include: the background behind the project, development of the pilot project, pilot project implementation, evaluation results, and revisions/recommendations.

0034

4H connectionsexecutive summary report : electronic communications project.

; Doggett, Banks. Ames, IA : Iowa 4-H Office, Iowa State University, 1989 . On t.p. verso: Electronic communications for professional and volunteer 4-H staff.~ Project coordinator: Banks Doggett, Jr.~ "February 1989."~ "In cooperation with state land grant universities and colleges, Extension Service/U.S. Department of Agriculture, National 4-H Council, W.K. Kellogg Foundation." 1 v. (various paging) : ill. ; 28 cm. (NAL Call No.: DNAL

S533.F66F64).

Abstract: This report details the conception, objectives, planning and operation of the 4H Connections Electronic Communications project. Appendices cover electronic communication networks, project announcements, manuals, surveys, on-line demonstrations announcements, progress reports, and examples of on-line messages. A copy of the Prevention and Youth Development Conference held on-line November-December 1988 is also included.

0035

4H connectionsexecutive summary report : electronic communications project.

; Doggett, Banks. Ames, IA : Iowa 4-H Office, Iowa State University, 1989 . On t.p. verso: Electronic communications for professional and volunteer 4-H staff.~ Project coordinator: Banks Doggett, Jr.~ "February 1989."~ "In cooperation with state land grant universities and colleges, Extension Service/U.S. Department of Agriculture, National 4-H Council, W.K. Kellogg Foundation." 23 p. : ill. ; 28 cm. (NAL Call No.: DNAL S533.F66F63).

Abstract: This report details the conception, objectives, planning and operation of the 4H Connections Electronic Communications project. This is a shortened form of the Executive Summary Report without the appendices which are contained in another version of the Report.

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0001

The assessment of parent-led prevention programs: a national descriptive study.
Klitzner, M. ; Bamberger, E.-Gruenewald, P.J. Amityville, N.Y. : Baywood Publishing Company. Journal of drug education. 1990. v. 20 (2). p. 111-125. Includes references. (NAL Call No.: DNAL HV5808.J68).

This article reports on the first, large-scale, systematic, descriptive study of parent-led prevention programs. The study explored the history of parent groups, their structure and activities, the roles of participants in the groups and the perceptions of parents, youth, and community leaders of the groups. Robust small sample analysis techniques were used to evaluate the process data collected in this study. The results indicate that parent-led prevention is an active, although relatively small-scale grass-roots movement. Broad support for the movement exists within the communities where groups arise, and the presence of parent-led programs leads to greater support for community agencies. This support is a major mechanism by which parent groups alter the community climate, allowing agencies to implement policies that might otherwise be considered too controversial to be accepted.

0002

Building human capital4 model programs /Cooperative Extension System.
Washington, DC : U.S. Dept. of Agriculture, Extension Service, 1988. VHS.~ Title from cassette label. 1 videocassette (11 min., 28 sec.) : sd., col. ; 1/2 in. (NAL Call No.: DNAL Videocassette no.693).

Abstract: This videocassette is a presentation about four model programs developed by Cooperative Extension at the state level. The first example described is a program, developed in Minnesota, for former farmers who are in career transition. The second program is the course "Master Money Manager" for adults and high school students, which was developed by the Alabama Cooperative Extension. The third example is "Dare to Be You," a peer counseling program, developed in Colorado, for preteen youth at risk. The last model program, developed in Arizona, is a five part course designed to teach individuals how to care and support in times of need.

0003

By the people a history of Americans as volunteers/by Susan J. Ellis and Katherine H. Noyes.

Ellis, Susan J. ; Noyes, Katherine H. Philadelphia : Energize, c1978. iii, 308 p., 1 leaf of plates : ill. ; 23 cm. Includes bibliographical references and indexes. (NAL Call No.: DNAL HN90.V64E4).

This book provides a history of volunteers in America from the 1620s to the present time. The publication describes the great variety of work that has been performed by volunteers (from health work to anti-war activism) and the broad range of organizations and

associations that have utilized volunteer labor.

0004

Catching moonbeams in a jar: evaluation in a university public service program.
Schmidt-Posner, J. Boulder, Colo. : Association for Volunteer Administration. The Journal of volunteer administration. Fall 1989. v. 8 (1). p. 31-37. Includes references. (NAL Call No.: DNAL HV91.J68).

This article discusses the importance of evaluation in volunteer programs. The evaluation example used is of Stanford University's Haas Center of Public Service. Program intervention, building program continuity, modeling reflective behavior, fundraising and public relations support and enhanced power and credibility for students were reasons given for why evaluation should be conducted. Barriers to evaluation discussed included: inadequate resources, the broker role, student-related factors and the diversity and dynamism of programs. The professionals at the Haas Center recommend three basic elements to consider in planning evaluation: start modestly, document program implementation and internalize evaluation in the organization.

0005

Citizen participation in federal programsa review by Hans B.C. Spiegel.
Spiegel, Hans B.C. Washington, D.C. : Journal of voluntary action research, 1971. Cover-title. 31 p. 28 cm. Includes bibliographical references (p. 23-31). (NAL Call No.: DNAL JK1764.S6). Abstract: This monograph provides a historical look a citizen participation in federal programs since 1930. Regulations and actual administrative enforcement of citizen participation is reviewed by several government agencies. The nature of citizen participation at the local level and citizen participation as a political process is discussed. Questions are raised and predictions are made about possible future trends of citizen participation in federal programs.

0006

Community group leadership.

Koneya, M. Boulder, Colo. : Association for Volunteer Administration. The Journal of volunteer administration. Fall 1982. v. 1 (1). p. 18-25. Includes references. (NAL Call No.: DNAL HV91.J68).

This article looks at basic leadership and group process principles which can be applied to community-based organizations. It examines: balance of power, appropriate leadership styles, source of power and phases of group development.

0007

Community service for young adolescents a background paper /Joan Schine.

Schine, Joan. Washington, D.C. : Carnegie Council on Adolescent Development, 1989. "June 1989.". 22 p.

: 29 cm. Includes bibliographical references (p. 20-22). (NAL Call No.: DNAL HQ784.V64S3).

Abstract: This background paper for the Carnegie Council on Adolescent Development focuses on community service for young adolescents. The authors begins with a discussion of the rationale for youth community service and arguments for expanding opportunities for these youth. Next, the author describes appropriate roles for the young adolescent within community service. She describes both school- and community-based programs. Following this, the author explains how placement differs for these youngest adolescents and how community service can play a role in middle school reform. Last, she summarizes barriers to community service.

0008

Competition: can the assets exceed the liabilities?.

Clifford, M.M. Tucson, Ariz. : Associates for Youth Development. New designs for youth development. Winter/Summer 1989. v. 9 (1/3). p. 25-30. Includes references. (NAL Call No.: DNAL HQ793.N48).

Competition can be defined in many different ways. Often it is defined as a process through which an individual or group wins at the expense of others. Clifford points out that this definition implies that winning and losing are the only outcomes and that self-competition to surpass individual skills is invalid. Clifford describes the negative aspects of competition, including: Decreased learning and performance, increased cheating, imbalanced skill development, false judgments about individual's abilities, and false judgments about self. She also describes the positive aspects of competition including: Instructional value, reducing monotony of practice activities, eliciting maximum effort, increasing self-knowledge and goal awareness, and ensuring purposeful direction of energy. Eight guidelines are given to educators who want to create competitive activities for youth and while minimizing liabilities.

0009

Conference on Research on Volunteerism and Nonprofit Organizations and the 1984 Annual Meeting of the Association of Voluntary Action Scholars, September 24-26, 1984 /hosted by the Center for Volunteer Development, Extension Division, Virginia Polytechnic Institute and State University.

New Jersey : Journal of Voluntary Action Research, 1984. Cover title. 999 p. (in various pagings) : ill. ; 30 cm. Includes bibliographies. (NAL Call No.: DNAL HN90.V64C65 1984).

Abstract: This publication presents the conference papers of a meeting concerning research on volunteerism and nonprofit organizations. Topics include: motivating volunteers, managing nonprofit organizations, fundraising for nonprofits, and volunteers in

cooperative extension. Over 40 papers are included, many with tables and diagrams.

0010

Connections service learning in the middle grades : a survey conducted by the Early Adolescent Helper Program /written by Diane Harrington, Joan Schine.

Harrington, Diane. ; Schine, Joan G. New York, N.Y. : Center for Advanced Study in Education/CASE, the Graduate School and University Center of the City University of New York, c1989. 78 leaves ; 28 cm. Includes bibliographical references (leaves 75-76). (NAL Call No.: DNAL HQ784.V64H3).

Abstract: This report is a survey of community service programs which involve young adolescents as volunteers. The report presents 15 specific programs as case studies. First, the author discusses the rationale behind involving young adolescents in community service, including a section on the need for middle school reform. Next, the methodology of the survey is described, including the criteria for selecting the programs for further study. Following this, seven programs are examined in detail and eight are discussed in less detail. Programs include a peer tutoring programs, peer mediation program, senior citizen programs, peer counselor programs, helper program, youth leadership program, a folklife research project, and multiple community service programs. Next, an analysis of the case studies is provided, which focuses on appropriate roles for the youth volunteers, common elements among programs, and common problems. Last, recommendations are made for developing or improving the quality of youth service.

0011

Continuing education for today's volunteer leader.

Miller, E.H. ; Rittenburg, T.L. Boulder, Colo. : Association for Volunteer Administration. The Journal of volunteer administration. 1983. v. 1 (4). p. 44-49. Includes references. (NAL Call No.: DNAL HV91.J68).

After conducting the volunteer training program for five years, the University of Nebraska-Lincoln Division of Continuing Studies and the Nebraska Organization of Volunteer Leaders became concerned about the future of their program. Because the roles and needs of volunteer leaders change, a new needs assessment was conducted to identify necessary changes for the training program. Surveys were sent to 1800 people to address the following: 1) whether continuing education was still important to volunteer leaders, 2) what types of topics were most relevant to their needs, 3) whether the documentation of completion of training was important to volunteer leaders and 4) how the program could best be packaged. The findings of this needs assessment indicate substantial support among respondents for continuing

education activities for volunteer leadership.

0012

Coproduction, prosuming and appropriate technology for the nonprofit sector
proceedings of the Thirteenth Annual Meeting of the Association of Voluntary Action Scholars, Oct. 6-9, 1985, New Orleans, La. /edited by Drew Hyman, Robert Warren, Thomasina Borkman.
: Hyman, Drew.~Warren, Robert.~Borkman, Thomasina. University Park, Pa. : The Association, c1985. 253 p. : ill. : 23 cm. Includes bibliographies and index. (NAL Call No.: DNAL HN90.V64A8 1985).
Abstract: The concepts of coproduction (consumer production), prosuming (consumer production and consumption increased) goods and appropriate technology provide the opportunity to examine the changing nature of the Third Sector and its relationship to other societal institutions. Each of these concepts describe a sector of the future as projected by prominent futurists. Each is associated with a vision of the nonprofit sector as playing an enhanced role in our society of the future. Part I discusses research on voluntary behavior of individuals and organizations (prosuming: consumers and deregulation of telecommunications, serving the homeless and hard-to-serve-populations and volunteer site selection). Management strategies for the voluntary sector are described in part II (symbolic interactionist notions, management of paid staff support for volunteer development, computerized evaluation, anti-management bias in the third sector).~ Part III presents models for organization building in the nonprofit sector (community development, volunteers as managers, and public institutions). Part IV reviews religious organizations and voluntary action (black churches, ethnic identity and the gay synagogue). Part V describes volunteers: characteristics, attitudes and interactions (volunteers and bureaucrats, older volunteers, emergency squad volunteers, forestry leadership).

0013

A critical examination of theory and functions of voluntary associations.
Amis, W.D. ; Stern, S.E. Chestnut Hills, Mass. : Association of Voluntary Action Scholars. Journal of voluntary action research. July/Oct 1974. v. 3 (3/4). p. 91-99. Includes references. (NAL Call No.: DNAL HV40.J68).
The concept of voluntary associations is examined. The author discusses the theoretical differences between voluntary associations, formal voluntary associations, and formal voluntary organizations. Six functions of a voluntary association are outlined. They are: "goal attainment;" "socialization;" support to established institutions;" "allocation of power and influence;" "social intervention;" and "social change."

0014

Dealing with co-workers & volunteers**Ginny Diem.**

Diem, Ginny. Stacy, MN : Spectra Photo/Audio, 1989? . Presented at the 43rd Annual Conference of the National Association of Extension 4-H Agents, Mobile, Alabama, Nov. 5-9, 1989.~ "1989 NAE4-HA Annual Conference."~ Title in program book: Dealing more effectively with co-workers and volunteers.~ "414-T8.". 2 sound cassettes (ca. 180 min.). (NAL Call No.: DNAL Audiocassette no.181).

Abstract: Every day, we come in contact with co-workers, volunteers, family members, and friends--each with a different background and personality. How can we more effectively work with all of these people? Based on research, this workshop will present management/supervision and leadership styles. Learn how to lead and influence people without dictating. Discussion and role-playing will be the main methods of learning coping mechanisms and teamwork strategies and of developing communication skills. Participants of this workshop will identify practical, usable skills that can be used in a variety of settings in county 4-H programs.

0015

Dealing with stereotypes**Gary Heusel.**

Heusel, Gary. Stacy, MN : Spectra Photo/Audio, 1989? . Presented at the 43rd Annual Conference of the National Association of Extension 4-H Agents, Mobile, Alabama, Nov. 5-9, 1989.~ "1989 NAE4-HA Annual Conference."~ Title on program book: Dealing effectively with stereotypes.~ "414-T21A.". 1 sound cassette (ca. 90 min.). (NAL Call No.: DNAL Audiocassette no.174).

Abstract: Develop your skills through videotapes and group interaction in identifying and effectively managing stereotyping attitudes and behavior. If you would like to be more effective in working with volunteers who work with multi-ethnic audiences, including international program participants, this session will give you practical techniques. The videos and training materials were adapted from Youth for Understanding through a grant by the Kellogg Foundation.

0016

Determining who will do what--volunteers and staff.

Dunn, T.H. Arlington, Va. Volunteer-The National Center. Voluntary action leadership. Summer 1990. p. 20-21. (NAL Call No.: DNAL HV91.V65).
Programs involving volunteers face a daily challenge of determining what duties should be performed by volunteers vs. paid staff. This article outlines seven steps to consider when assigning duties to volunteers, thereby utilizing salaried staff in a more productive manner.

0017

Dimensions and categories of voluntary organizations/NGO's.

Smith, D.H. ; Sequin, M. Chestnut Hills, Mass. : Association of Voluntary Action Scholars. Journal of voluntary action research. Apr 1973. v. 2 (2). p. 116-120. Includes references. (NAL Call No.: DNAL HV40.J68).

Fifty-one dimensions of voluntary organizations are listed by broad categories for use as a guide to classify voluntary and nonprofit organizations. Categories include nature of and technical aspects of organizational goals, demography, external relationships, leadership and power, and membership. Specific aspects of each dimension within a category are explained.

0018

Easy does it: initiating a performance evaluation process in an existing volunteer program.

Gaston, N.A. Boulder, Colo. : Association for Volunteer Administration. The Journal of volunteer administration. Fall 1989. v. 8 (1). p. 27-30. Includes references. (NAL Call No.: DNAL HV91.J68).

Using CONTACT Teleministries USA as an example of an evaluation project, the article outlines a process which can be adapted to other programs. It is most appropriate especially for human services programs which engage volunteers in one-on-one situations. The plan involves adding components to the evaluation process in three steps over as many years. Year one is for self evaluation. Year two included peer evaluation. Volunteers were paired informally to critique one another's performance. Year three provided an objective element. The article recommends that evaluations which are conducted on existing programs should be introduced sensitively and carefully. There also must be a commitment on the part of those who manage the program to deal with the information generated.

0019

Educational needs in volunteer administration.

Brudney, J.L. ; Brown, M.M. Arlington, Va. Volunteer-The National Center. Voluntary action leadership. Summer 1990. p. 31-33. (NAL Call No.: DNAL HV91.V65).

Concerned that existing training opportunities in volunteer administration might not be sufficient, a small group of trainers, practitioners, and representatives of major associations in volunteer administration proposed a collaborative effort entitled the "Volunteer Leadership Institute" (VLI). This article reports the results of a survey completed by 765 administrators and managers on the status of continuing education programs in volunteer administration. Analysis of the responses indicate there is strong support for expanding training opportunities in volunteer

administration and the VLI.

0020

Effective leadership in voluntary organizations how to make the greatest use of citizen service and influence /Brian O'Connell.

O'Connell, Brian, 1930-. New York : Association Press, c1976. Includes index. xxi, 202 p. ; 21 cm. (NAL Call No.: DNAL HV41.033).

Abstract: This handbook provides guidelines for making voluntary organizations effective instruments for citizen service and influence. Topics include: starting and building the organization; recruiting the proper staff; training staff; planning; fund raising; budgeting and financial accountability; dealing with controversy; dissent, and disruption; and evaluating results.

0021

Empowering volunteers through involvement.

Balliet, J. ; Smith, M.G. Madison, Wis. : Extension Journal. Journal of extension. Fall 1990. v. 28. p. 24-25. Includes references. (NAL Call No.: DNAL 275.28 J82).

A Nevada county agent implemented a program designed to not only increase volunteer involvement, but to also retain volunteers. Working with area 4-H leaders, a 4-H leaders' manual called "Welcome to 4-H" was written and tested. Extension staff and volunteer 4-H leaders cooperated in developing the publication with heavy emphasis placed on volunteer leaders writing portions of the manual and reviewing drafts of the publication. Volunteer leaders provided valuable input and had learned to work toward a common goal by the time the publication was completed. Other Extension services may achieve program success through this process of empowering leaders.

0022

Episodic volunteers: reality for the future.

Macduff, N. Arlington, Va. Volunteer-The National Center. Voluntary action leadership. Spring 1990. p. 15-17. 111. (NAL Call No.: DNAL HV91.V65).

An episodic volunteer program within a volunteer program can be very helpful to the parent organization. "Episodic" is defined as jobs that last 3-4 months or less. If an organization has the need for this type of volunteer, the steps to creating such a program involve: 1) assessing needs, 2) creating a plan that specifies goals and objectives, 3) specific job descriptions, 4) screening applicants, 5) actively advertising and 6) establishing a team of individuals to do recruiting.

0023

An evaluation of a West Virginia 4-H leadership development training program /James C. Summers and Loretta Greenleaf.

Summers, James C. ; Greenleaf, Loretta; joint author. Morgantown : Office of Research and Development, Center for

Extension & Continuing Education, West Virginia University, 1978 . 3 v. ; 28 cm. (NAL Call No.: DNAL S533.F66S85). This report presents a longitudinal evaluation of a 4-H volunteer leadership development and training program in order to document the process and outcome of the effort. A brief summary of the evaluation (vol. 1), details concerning the conclusions and recommendations of the evaluation (vol. 2), and information about the research methodology and data collection instruments used in the evaluation (vol. 3) are provided.

0024

An exploration of the use of past presidents within volunteer organizations and professional societies.

Blanchard, D.H. Boulder, Colo. : Association for Volunteer Administration. The Journal of volunteer administration. Fall 1982. v. 1 (1). p. 26-30. (NAL Call No.: DNAL HV91.J68). This article reviews the results of a survey conducted to examine the use of skills and expertise of past presidents within specific volunteer organizations. The survey instrument identified 1) areas of endeavor in which past presidents might participate, 2) specific placement procedures whereby past presidents automatically assume a specific role, and 3) the positive and negative aspects of continued leadership of past presidents within an organization. Recommendations are given from the survey findings.

0025

Extension's blueprint for volunteer excellence / edited by Marilyn M. Holtham.

; Holtham, Marilyn M. Ithaca, N.Y. : Cornell Cooperative Extension, 1989? . 161 p. : ill., forms ; 28 cm. + 1 v. (91 p. ; 28 cm.) of overhead transparencies and handouts. Includes bibliographical references. (NAL Call No.: DNAL S533.E9).

Abstract: This handbook provides information to aid in identifying, selecting, orienting, training, utilizing, recognizing, and evaluating cooperative extension volunteers. The role of volunteers is clarified and recruiting and developing volunteers is reviewed. A companion notebook contains handouts and transparencies for use in teaching volunteer management.

0026

Factors effecting 4-H professionals making significant changes in their volunteer programs /by Gerald Gilbert Gast.

Gast, Gerard Gilbert. 1988. Thesis (Ph. D.)--University of Illinois at Urbana-Champaign, 1988. iv, 174 leaves ; 28 cm. Includes bibliographical references (p. 169-172). (NAL Call No.: DNAL S533.F66G34).

Abstract: This research explores "the relationships between change in the 4-H professional's perceived functionality of the volunteers' role behavior,

perceived change in the volunteers' job satisfaction, related learning activities, and other variables identified as potentially facilitating or limiting 4-H professionals making significant changes in their volunteer programs." A randomly selected sample of 624 4-H professionals were surveyed by questionnaire of which 73.7% responded. Six conclusions are listed along with implications of the study.

0027

Firm foundations.

Skillingstad, C. Boulder, Colo. : Association for Volunteer Administration. The Journal of volunteer administration. Spring 1984. v. 2 (3). p. 39-44. (NAL Call No.: DNAL HV91.J68). Developing an effective, well-integrated volunteer program within an organization requires a variety of skills taken from numerous disciplines. The author suggests that an individual accepting the responsibility for creating or recreating such a program can develop many of these skills in the process of building a successful program or can delegate tasks to others with the needed skills. The author explores four elements in detail which can assist the volunteer director to understand how they impact on program development. These elements, the "Four S's in Foundations" are: support, structure, system and savvy/self.

0028

Five ways to keep disputes out of court.

Allison, J.R. Boulder, Colo. : The Journal. Harvard business review. Jan/Feb 1990. v. 68 (1). p. 166-168, 172-177. (NAL Call No.: DNAL 280.8 H262).

United States corporations pay more than \$20 billion a year to litigation attorneys, but the indirect business costs of litigation may be more costly over time. The cost of diverting key personnel from productive activities or destroying a profitable relationship with a business ally may be more important. Allison proposed an alternative to traditional ways of resolving disputes without litigation called the Alternative Dispute Resolution (ADR). The most common forms of ADR are: arbitration, mediation, the rent-a-judge program, summary jury trial, minitrial, or hybrids (combined techniques for a particular dispute or legal jurisdiction). Corporate leadership can now formulate a company ADR policy and analyze each situation taking into account the following factors: commitment, relationship, privacy, urgency, finances, principle, complexity, stakes, and executive involvement. For any ADR method to work effectively, the creation of trust and a strong sense of commitment must be developed between those in dispute.

0029

For the newcomer: a brief look at volunteer administration.

Arlington, Va. Volunteer-The National Center. Voluntary action leadership. Winter 1989/1990. p. 23-27. Includes references. (NAL Call No.: DNAL HV91.V65).

This beginner's guide for volunteer administrators offers tips to the new manager responsible for volunteer staff. Topics covered include recruiting, interviewing, training, orientation, supervising, staff-volunteer relationships, recognition, firing, and evaluating performance.

0030

The fourth R: A case for releasing volunteers.

Park, J.M. Boulder, Colo. : Association for Volunteer Administration. The Journal of volunteer administration. Spring 1984. v. 2 (3). p. 1-8. (NAL Call No.: DNAL HV91.J68).

This article discusses the four "R's" in relationships with volunteers: recruitment, retention, recognition and release. "Release" is not a term normally addressed when working with volunteers. The author contends that volunteers, even good ones, should not stay forever. Volunteer administrators must understand the reasons for release and must build a structure to address it. The release point of volunteer relationships must be explored and an effective release component framework must be developed.

0031

Fund raising manual for volunteer organizations /by Leo S. Newpol.

Newpol, Leo S. Blacksburg, Va. : Virginia Cooperative Extension Service, 1985? . Cover title. 11, 26 p. ; 28 cm. Bibliography: p. 26. (NAL Call No.: DNAL HV41.2.N4).

Abstract: The author describes three types of fundraising campaigns: The One-Time Campaign, The Annual Campaign, and Deferred Gifts Campaign. The campaign process consists of positioning the campaign, making pre-campaign decision, organizing, and then campaigning. Subjects discussed include setting goals, identifying donors, recruiting and training campaign organization is given.

0032

The governing body role: problems and perceptions in implementation.

Harris, M. San Francisco, Calif. : Jossey-Bass, Inc. Nonprofit and voluntary sector quarterly. Winter 1989. v. 18 (4). p. 317-333. Includes references. (NAL Call No.: DNAL HV40.J68).

This paper focuses on problems of implementing the role of governing bodies in the voluntary sector. It draws primarily on a case study of local management committees in a national service-providing welfare agency in England. An examination was made of the perceptions and assumptions held by staff and governors about the

implementation of key functions of governing bodies, including policy making, planning, securing resources, monitoring service quality, and controlling staff. The paper discusses themes that emerge from the case study and suggests that the governing body role in the voluntary sector is most usefully conceptualized as interlinked and interdependent with staff roles. Agency culture and organizational structure are seen to have an important impact on the nature of the relationship between staff and their boards. Some proposals are made for tackling problems that arise around the implementation of the governing body role in the voluntary sector.

0033

Guide for judges /compiled and revised by Linda A. Crow.

Crow, Linda, L. Fargo, ND : NDSU Extension Service, North Dakota State University, 1988. Cover title. ~ "March 1988." ~ "Pa-14 (Revised)." ~ "5-4H.". 82 p. : ill. ; 28 cm. (NAL Call No.: DNAL S533.F66C75 1988).

Abstract: This booklet is a guide for judging 4-H exhibits, projects and displays. Aids for judging many different types of projects including arts and crafts, clothing, foods and nutrition, gardening, pets and other projects are discussed. Examples of evaluation reports are included.

0034

Handicap-italizing on a new volunteer resource.

Levine, H.G.L. Boulder, Colo. : Association for Volunteer Administration. The Journal of volunteer administration. 1983. v. 1 (4). p. 1-11. Includes references. (NAL Call No.: DNAL HV91.J68).

The utilization of persons with physical handicaps as volunteers has generally been unknown. A study conducted with 300 volunteers administrators with a 46% return rate, obtained information including the job categories of volunteers, extent of special assistance required, resistance of staff to working with handicapped volunteers and recruitment plans. Recommendations are provided based on the findings.

0035

How to avoid "firing" your volunteers.

O'Neill, B.M. Madison, Wis. : Extension Journal. Journal of extension. Fall 1990. v. 28. p. 25-26. (NAL Call No.: DNAL 275.28 J82).

This article acknowledges that while volunteers can be a godsend to Extension services, there are some types of volunteers which should be avoided in the recruitment process. The author describes four types of problem volunteers, the know-it-all, the overly helpful, the name-dropper, and the complainer. Being aware of these behaviors can head off volunteer-related problems before they occur.

0036

In praise of followers.

Kelley, R.E. Boulder, Colo. : The Journal. Harvard business review. Nov/Dec 1988. v. 66 (6). p. 142-148. ill. (NAL Call No.: DNAL 280.8 H262). This article discusses how followers dominate our lives and organizations. Our thinking, the authors contend, is preoccupied with leadership which keeps us from considering the nature and the importance of the follower. Qualities of followers reviewed include: self-management, commitment to the organization, competence, focus of efforts, honesty and courage. Steps to cultivate effective followers are discussed. These include: redefining followership and leadership, honing followership skills, performance evaluation and feedback, and organizational structure that encourage followership.

0037

In search of volunteers: how to crack a major corporation.

Jasso, G. Boulder, Colo. : Association for Volunteer Administration. The Journal of volunteer administration. 1983. v. 1 (4). p. 12-16. (NAL Call No.: DNAL HV91.J68).

The author, speaks from the corporate side and offers twelve rules to guide organizations through requesting volunteer, assistance from corporations. A few examples of the rules include: learn to think in terms of your contacts, only sell the person who can say yes, invest in yourself, learn from role models, do not take no for an answer until you are sure it is an absolute no and be persistent and patient.

0038

Integrating organizational programs with community improvement issues.

Havercamp, M.J. Boulder, Colo. : Association for Volunteer Administration. The Journal of volunteer administration. Fall 1989. v. 8 (1). p. 38-44. Includes references. (NAL Call No.: DNAL HV91.J68).

This article discusses how nonprofit organizations choose programs worthy of attention. A participatory planning process was discussed which could help nonprofit organizations make difficult choices when they attempt to link organizational programs to community improvement issues. This process included a discussion of: (a) understanding the community character, (b) matching organizational programs to community issues, and (c) facilitating the process.

0039

Kindling points of light: volunteering as public policy.

Chambre, S.M. San Francisco, Calif. : Jossey-Bass, Inc. Nonprofit and voluntary sector quarterly. Fall 1989. v. 18 (3). p. 249-268. Includes references. (NAL Call No.: DNAL HV40.J68).

Over the past thirty years, government

and voluntary-sector initiatives have stimulated both expansion of the number of volunteers and greater participation by young people, the elderly, and non-whites. Despite the high priority given to volunteering by the Reagan administration, federally sponsored programs did not expand, the proportion of Americans engaged in volunteering declined, and more volunteers shifted into organizations affected by reductions in human services. The idea that reducing services would motivate people to volunteer was based on invalid assumptions about the ideology of volunteers and the factors that motivate people to work for free. A synergistic rather than a competitive relationship might exist between the public and the voluntary sectors.

0040

Leadership in groups and organizations: a Virginia Cooperative Extension Service correspondence course.

Blacksburg, Va. : Extension Division, Virginia Polytechnic Institute and State University. Publication - Virginia Cooperative Extension Service. Apr 1984. (301-005). 148 p. ill. Includes references. (NAL Call No.: DNAL S544.3.V8V52).

This textbook is part of a Virginia Cooperative Extension Service Correspondence Course. The book is divided into four chapters that address organizations and leadership, the leadership function, leadership and membership, and applying leadership in the community. Topics covered include decision making, management conflicts, meetings, motivation, communication, and team building. Test questions, exercises and bibliographies are provided for each chapter.

0041

Money talks: a guide to establishing the true dollar value of volunteer time. I.

Karn, G.N. San Francisco, Calif. : Jossey-Bass, Inc. Nonprofit and voluntary sector quarterly. Winter 1982/1983. v. 1 (2). p. 1-17. Includes references. (NAL Call No.: DNAL HV40.J68).

This article tries to show that any volunteer position can be fairly, precisely, and defensibly valued, even those traditionally thought to be difficult to quantify. The equivalency model is the process used to determine value. The equivalency model proposes that the true value of volunteering be fixed at the fair market value or purchase price of parallel paid services. Several examples are given to show the process of valuing a volunteer's time.

0042

Motivational differences between black and white volunteers.

Latting, J.K. San Francisco, Calif. : Jossey-Bass, Inc. Nonprofit and voluntary sector quarterly. Summer 1990. v. 19 (2). p. 121-135. Includes references. (NAL Call No.: DNAL HV40.J68).

Several studies have suggested that both altruistic and egoistic motivations help to explain why people choose to volunteer. These theories have been applied universally without regard to cultural differences among volunteer groups. To refine these theories, comparisons were performed between black and white volunteers of a Big Brothers/Big Sisters agency in a southwestern city. The black volunteers were significantly more likely to report altruistic reasons for volunteering than their white counterparts.

0043

Multiple forms of volunteer activity in the public sector: functional, structural, and policy dimensions.

Brudney, J.L. ; Warren, R. San Francisco, Calif. : Jossey-Bass, Inc. Nonprofit and voluntary sector quarterly. Paper presented at "The Annual Meeting of the Association of Voluntary Action Scholars," held October 19-21, 1988, Chevy Chase, Maryland. 1990. v. 19 (1). p. 47-58. Includes references. (NAL Call No.: DNAL HV40.J68).

The authors discuss the public sector efforts to expand volunteering at the local level over the last twenty years which has increased but often without an understanding of the functional, structural, and policy dimensions. The article explores the functional roles volunteers can play, the range of possible hierarchical and nonhierarchical arrangements that exist, and the nature of the value conflicts that can occur. The discussion assesses the policy implications of a more complex characterization of volunteerism in the public sector. Five organizational case studies are used to examine the concepts of co-production and co-provision. The analysis indicates a need for reconsidering the nature of public bureaucracies that have significant involvement by volunteers.

0044

A needs assessment of Wisconsin 4-H dairy leaders /by Sandra Ann Kracht.

Kracht, Sandra Ann. 1989. Thesis (M.S.)--University of Wisconsin--Madison, 1989. Typescript. vii, 90 leaves : ill. ; 28 cm. Bibliography: leaves 65-68. (NAL Call No.: DNAL S533.F66K72).

Abstract: The study provides challenges to the 4-H dairy program and its leadership development. The study identified training and material needs of 4-H leaders. It also determined the leader's knowledge of 4-H youth dairy opportunities and why leaders are involved in the program. The leaders are receptive to training and desire information for creative methods to reach 4-H members.

0045

No excuses--the team approach to volunteer management /Susan J. Ellis, Katherine H. Noyes ; illustrations by Pat Steiner.

Ellis, Susan J. ; Noyes, Katherine H.

Philadelphia, PA : Energize, c1981. 63 p. : ill. ; 28 cm. (NAL Call No.: DNAL HV91.E44).

Abstract: This guidebook is intended to assist managers who direct volunteer activities in efficiently accomplishing their objectives. The book utilizes the team approach which emphasizes task sharing. This information is especially focused on the manager who directs the volunteer program on a part-time basis and who has other responsibilities which may be viewed as a higher priority.

0046

Nonmonetary rewards for skilled volunteer labor: a look at crisis intervention volunteers.

Brown, E.P. ; Zahrlly, J. San Francisco, Calif. : Jossey-Bass, Inc. Nonprofit and voluntary sector quarterly. Summer 1989. v. 18 (2). p. 167-177. Includes references. (NAL Call No.: DNAL HV40.J68).

The purpose of this study was to explore the motives behind highly skilled volunteer labor. The researchers first hypothesized that the major motivation is a desire to see some worthwhile activity undertaken and that this is analogous to monetary giving. The alternate hypothesis was that motivation was based on the importance of three rewards: leisure, investment, and a perceived link between volunteer behavior and subsequent outcomes. A questionnaire was distributed to trained volunteers doing crisis and suicide intervention work for a county agency. The questionnaire was designed to measure variables, such as locus of control, marginal rate of substitution between money and time, and relevance of skills to career development. From the results a set of patterns of volunteer motivation were identified. It appeared that there were two groups of volunteers, those who had an investment motive and those that derived their own psychic rewards. The authors conclude with a section on implications of motives on different volunteer agencies.

0047

Older volunteers and new frontiers.

Seguin, M.M. ; McConney, P.F.-Watkins, L.M. Boulder, Colo. : Association for Volunteer Administration. The Journal of volunteer administration. Paper presented at the "1982 National Conference on Volunteerism," October 20-23, 1982, Anaheim, California. Spring 1983. v. 1 (3). p. 50-57. Includes references. (NAL Call No.: DNAL HV91.J68).

Organizations which attain volunteer personnel often limit the volunteer's responsibilities to that of a non administrative, supervisory or professional role. Older volunteers can enhance and give new meaning to the life of an organization. They bring with them knowledge, skills, and experience which can enable them to engage in a full range of roles and thereby complement the work of younger paid staff. For the older person, volunteer work renews their means of maintaining a personal

identity and self worth while also providing valuable services to their community. This article discusses the Andrus Volunteer program, a program "by" and "for" for older adults. Also discussed are guidelines as to how an organization can broaden its role for older volunteers.

0048

Partners for action the roles of key volunteers /Sara M. Steele, Cathaleen Finley, Carol A. Edgerton.

Steele, Sara M., 1931-. ; Finley, Cathaleen.-Edgerton, Carol A. 1989 . 435 p. : ill. ; 28 cm. Includes bibliographical references (p. 411-417). (NAL Call No.: DNAL S533.F66S84). Abstract: This book is a summary of more than 30 reports from the Implications of Volunteerism in Extension study and from thought and action papers by staff. The intended audience is leaders in the volunteer community. The five chapters following the introduction discuss how agencies and volunteers work together, motivation for volunteering, and the value of volunteer work to both volunteers and those served. The middle 10 chapters examine volunteer activities, including Cooperative Extension volunteers, partnerships with the community, 4-H, Agricultural commodity groups, Extension Homemakers, partnerships with individuals, Master Volunteers, large events and special assignments, and groups that work on policy, planning and support. The next section summarizes the study's recommendations and gives specific suggestions on how to improve volunteer programs. The last chapter considers how volunteer activities with Extension will need to expand or adjust to the future.

0049

Prime time 4 H.

Manhattan, Kan. : Extension Communications, Kansas State University Cooperative Extension Service, c1989. VHS.- "A Kansas State University Cooperative Extension Service video presentation."~ Title on container label: Prime time for 4-H.- "Produced for the Kansas Salute to Excellence Program through the dedication of Don Adams, Jr., 1988 Salute to Excellence delegate." 1 videocassette (19 min., 46 sec.) : sd., col. ; 1/2 in. + 1 teaching packet + 1 brochure. (NAL Call No.: DNAL Videocassette no.706). Abstract: Prime Time for 4-H is the result of a Kansas Salute to Excellence project initiated in 1988. Prime Time is an intergenerational program designed to increase the numbers of older people in 4-H volunteer ranks. Prime Time consists of a 20 minute video tape, teaching packet, sample brochures and a volunteer interest form. The video tape is designed to be shown to civic groups and others who might include seniors who are willing and able to work with 4-H young people on short-term projects. The video highlights the experience of 5 older volunteers and describes the benefits of volunteering time with youth programs.

0050

Proceeding for the Symposium on Research in Extension Education, Columbus, Ohio, May 16-18, 1989 /the Ohio State University, Cooperative Extension Service, Dept. of Agricultural Education and the Farm Foundation ; Keith L. Smith, coordinator.

; Smith, Keith L. Columbus, Ohio : Ohio Cooperative Extension Service, Ohio State University, 1989 . Cover title. 1 v. (various pagings) : ill. ; 29 cm. (NAL Call No.: DNAL S544.S9 1989). Abstract: This publication contains papers and poster session abstracts from the Symposium on Research in Extension Education. The papers and poster sessions addressed the following topics: technological research in Extension, international research in Extension, Extension in the future, program marketing, program evaluation, economic worth of volunteerism, staff issues (educational needs, stress reduction, retirement), 4-H programs, adult learning, analysis of data, roles and characteristics of Extension agents, and organizational commitment.

0051

Proceedings of the Leadership Development Seminar developing human capital through extension leadership programs /prepared by: Elizabeth B. Bolton and Lynn White.

; Bolton, Elizabeth B.-White, Lynn. Mississippi State, Miss. : Southern Rural Development Center, 1989? . "Published by the Southern Rural Development Center with support from the University of Florida, Institute of Food and Agricultural Sciences and Texas A & M University." vii, 242 p. : 28 cm. Includes bibliographical references. (NAL Call No.: DNAL HM141.L395 1989). Abstract: This publication contains the proceedings of a conference on leadership development. The conference was held on the premise that leadership skills can be learned and that the persons who design the programs to develop the leadership of others need a vehicle for sharing expertise, ideas, and experiences. The purposes of the conference were to strengthen the leadership skills and competencies of the professionals who work to develop the leadership capabilities of others and to strengthen and broaden the knowledge base which supports research, teaching, and extension programs in leadership.

0052

Profiles of excellence: studies of the effectiveness of nonprofit organizations.

Arlington, Va. Volunteer-The National Center. Voluntary action leadership. Fall 1989. p. 13-17. (NAL Call No.: DNAL HV91.V65). This article is a summary report on effective leadership in nonprofit organizations. Seven projects were initiated which sought to identify factors that differentiated effective or excellent organizations from all others. These studies concluded that excellence

in nonprofit organizations is characterized by a clearly articulated sense of mission, the presence of a true leader, and an involved and committed volunteer board. The study also points out that the ability of a nonprofit organization to carry out its mission is heavily dependent upon its ability to attract financial and human resources, activities which rest within the organization's leadership.

0053

Project lead manual developing young leaders for better communities / by Tom Erney ... et al. ; editors, Hank Resnik, Ruth Eckland .

; Erney, Tom.~Resnik, Hank.~Eckland, Ruth. Columbus, Ohio? : Association of Junior Leagues : Quest National Center, 1985. "July, 1985."~ Loose-leaf format.~ "Leadership experience and development, project lead"--Cover.~ "Adult manual"--Cover. 1 v. (loose-leaf) ; 30 cm. Includes bibliographical references. (NAL Call No.: DNAL HQ796.P76 1985). Abstract: Project LEAD trains adult leaders and high school students to work in teams to address school, family, and community needs through direct service projects and advocacy. Each team consists of an Adult Leader, four students selected in a peer- or self-selection process, and a Co-leader, usually a teacher, who has an interest in working with young people in order to foster their growth in the areas of decision making, problem solving, interpersonal relations, leadership style, and communication. Through the use of resource materials and formal workshops, the team is trained in community research, organization, management, and action planning.~ The project is divided into the following five components through which this manual will guide you: Adult leaders-responsibilities and skills, Community needs assessment, Selection of student leaders, Program development and implementation, Public relations-informing the public.

0054

Proof positive developing significant volunteer recordkeeping systems / Susan J. Ellis & Katherine H. Noyes. Ellis, Susan J. ; Noyes, Katherine H. Philadelphia, Pa. : Energize, c1980. 46 p. : ill. ; 28 cm. (NAL Call No.: DNAL HV41.E4).

Abstract: This guidebook describes a recordkeeping system to record details about volunteer programs. Such a system has many potential uses including: evaluation of program effectiveness, document volunteer achievements, identify gaps in service, identify volunteer training needs, aid in long range planning and to gather information to use in recruitment.

0055

Re-entry through volunteering: the best jobs that money can't buy.

O'Donald, E. Arlington, Va. Volunteer-The National Center. Voluntary action leadership. Fall 1989. p. 22-31.

Includes references. (NAL Call No.: DNAL HV91.V65).

This article talks about re-entering the workforce through volunteer work. Re-entry volunteering gives the volunteer the chance to gain new experience and job skills in an environment which is nurturing and supportive. From the standpoint of the employer, the author discusses setting up a re-entry program for the volunteer. The program can be flexible; it may be a formal, comprehensive program, with training and job placement assistance, or it can be as fundamental as simply understanding and being sensitive to the volunteer's needs. An outline of a re-entry plan is provided.

0056

Reaching out the volunteer in child abuse and neglect programs / Nancy Fisher ; edited and produced by Kirschner Associates, Inc. .

Fisher, Nancy. Washington : Dept. of Health, Education, and Welfare, Office of Human Development Services, Administration for Children, Youth, and Families, Children's Bureau, National Center on Child Abuse and Neglect : For sale by the Supt of Docs., U.S. Govt. Print. Off., 1979 . "Issued August 1979."~ Contract no. HEW-105-77-1050. ix, 55 p. : forms ; 27 cm. Bibliography: p. 57-58 . (NAL Call No.: DNAL HV40.42.F5).

Abstract: This booklet is addressed to citizens who are considering becoming volunteers in the area of child abuse and neglect. The manual seeks to inform prospective volunteers about child maltreatment and the various roles they might play in helping families, parents, or children and the agencies serving them. The booklet also attempts to provide practical suggestions to agencies that have a volunteer program or want to start one.

0057

Recruiting black and Hispanic volunteers: a qualitative study of organizations' experiences.

Chambre, S.M. Boulder, Colo. : Association for Volunteer Administration. The Journal of volunteer administration. Fall 1982. v. 1 (1). p. 3-9. Includes references. (NAL Call No.: DNAL HV91.J68).

The relatively low formal volunteer participation among nonwhites and the desire to expand their participation has presented volunteer administrators with a challenge. A number of organizations have spent significant time and effort developing ways of expanding nonwhite volunteerism. This article summarizes the experiences of a number of organizations outlining some general perspectives and specific techniques for recruiting black and Hispanic volunteers.

0058

The rewards and risks of shared leadership.

Meadows, B.J. Bloomington, Ind. : The Journal. Phi Delta Kappan. Mar 1990. v. 71 (7). p. 545-548. Includes references. (NAL Call No.: DNAL LJ121.P4P4).
B.J. Meadows shares her experience with shared leadership from the perspective of principal at several Colorado elementary schools. The article deals with sharing leadership in a school setting, but is relevant to 4-H if the title 4-H Agent is substituted for principal and volunteer leaders for teachers and staff. Meadows suggests that shared leadership, while generally desirable, can cause many problems. Sharing leadership will often result in improved decision making and usually results in those involved more fully buying into and supporting a project, but a great deal more time and energy is required to be successful. Meadows makes a good point about the importance of everyone involved having a good understanding of the process and buying into the shared leadership concept.

0059

Self-directed learning: the time is now.

Dejoy, J.K. ; Dejoy, D.M. Alexandria, Va. : American Society for Training and Development. Training and development journal. Sept 1987. v. 41 (9). p. 64-66. Includes references. (NAL Call No.: DNAL BF636.T7).

In today's constantly changing work environment, giving adults responsibility for their own learning is often the key to successful workplace training. Authors Judith Klippel Dejoy and David Dejoy outline how to design a self directed learning program for adult learners. Their concepts have application to volunteer learners in Extension youth programs.

0060

The strategic plan for the Points of Light Foundation.

Petersmeyer, C.G. Washington, D.C. : Youth Policy Institute Inc. Youth policy. Feb 1990. v. 12 (2). p. 33-34. (NAL Call No.: DNAL HV471.Y68).
An overview of the Points of Light Initiative is provided. The Points of Light Initiative is a three-part strategy designed to make community service a national policy of highest priority. The first element of the strategy is attitudinal; the second step is to identify, enlarge and multiply what programs are working; and the final step of the strategy is to discover individuals and "institutions" who are "points of light".

0061

The strategy exchange.

Scheier, I. ; Ellis, S.J.-Schindler-Rainman, E.-Wilson, M. San Francisco, Calif. : Jossey-Bass, Inc. Nonprofit and voluntary sector quarterly. Winter 1982/1983. v. 1 (2). p. 43-50. (NAL Call No.: DNAL HV40.J68).
The Strategy Exchange was developed for the 1981 National Conference of

Volunteerism. It was developed because, as conferences grow in size, it becomes harder for participants to meet people with mutual interest. Also, many veterans are becoming bored with the standard conference agenda mix of speakers and workshops. If a conference could arrange for a large number of participants to come together in a large room for a good block of time, a minimal amount of structured exercise could facilitate meaningful interaction. This article describes the objectives, design and logistics of the exchange as it was conducted at the 1981 conference. Readers are urged to adapt this material to suit the needs of their own group.

0062

Taking volunteerism into the 21st century: some conclusions from the American Red Cross VOLUNTEER 2000 STUDY.

Smith, M.P. Boulder, Colo. : Association for Volunteer Administration. The Journal of volunteer administration. Fall 1989. v. 8 (1). p. 3-10. (NAL Call No.: DNAL HV91.J68).

American Red Cross initiated a study of current issues in volunteerism and volunteer administration. The results of that exhaustive investigation are documented in the Red Cross 1988 three-volume VOLUNTEER 2000 STUDY. This article summarizes some of the broad conclusions of that study. Areas covered include: expanding the volunteer pool, recognition that volunteers are not free, meeting mutual expectations and collaboration of nonprofit organizations.

0063

Teacher characteristics and competencies related to substance abuse prevention.

Jones, R.M. ; Kline, K.-Hakik, S.A.-Sales, A. Amityville, N.Y. : Baywood Publishing Company. Journal of drug education. 1990. v. 20 (3). p. 179-189. Includes references. (NAL Call No.: DNAL HV5808.J68).

Teacher characteristics and competencies perceived as beneficial for preventing substance use among students were identified through a literature search, review of existing prevention curricula, and consultation with state and local experts. These qualities were integrated into a questionnaire and administered to acknowledge professionals in the substance use and abuse arena who were affiliated with universities, public schools, and prevention/intervention agencies. A factor analysis yielded six constructs which were then scaled, examined for psychometric appropriateness, and subsequently employed to quantify perceptions of importance. Teacher-Student Relations emerged as the most important aspect of teacher comportment, followed by knowledge associated with Human Behavior, Substances, User Recognition and Referral, Prevention Curricula, and Legal Issues. These findings are encouraging in that the characteristics and skills perceived as important to prevention can be developed in both pre- and in-service teacher training.

0064

Today's volunteer administrator: a manager of volunteer services.

Cronk, V. Arlington, Va. Volunteer-The National Center. Voluntary action leadership. Winter 1989/1990. p. 20-22. Includes references. (NAL Call No.: DNAL HV91.V65).

The role of a volunteer manager has changed since it was first established. In 1987, The Volunteer Center of Greater Milwaukee, Inc. conducted a survey of executive directors belonging to member organizations to determine what the perceived duties should be for a volunteer manager. This article details the results of that survey, identifying duties determined to be most crucial for the successful operation of an agency.

0065

Training for team building.

Huszczo, G.E. Alexandria, Va. : American Society for Training and Development. Training and development journal. Feb 1990. v. 44 (2). p. 37-43. Includes references. (NAL Call No.: DNAL BF636.T7).

Author Gregory Huszczo looks at how to build a team oriented organization. He suggests heeded strategies and also reviews the role training. He suggests seven components of successful teams. He also identifies ten flaws common to most team training efforts. Although the article focuses on team building within the business environment, the recommendations can be wisely applied to Extension volunteer programs.

0066

Training trainers to teach -- T3/Peggy Adkins ... et al.

; Adkins, Peggy M.; 1951--Kolb, David A.; 1939- . Washington, D.C.? : Land-Grant University Cooperative Extension 4-H System, Extension Service, U.S. Dept. of Agriculture ; Bethesda, Md.? : National 4-H Council, 1989? . Title from p. i.~ Loose-leaf format.~ Accompanied by: LSI : Learning-Style Inventory / David Kolb, c1981, rev. 1985.~ Developmental funds provided by Beatrice Foundation, Inc. 2 v. : ill. ; 30 cm. (NAL Call No.: DNAL HV41.T7).

Abstract: This curriculum was prepared by a group of faculty representing the Land-Grant University Cooperative Extension 4-H System, Extension Service/USDA, and the National 4-H Council. It was tested by over 20,000 salaried and volunteer Extension 4-H staff who have piloted this material in fifteen states, eight regional workshops, and nine national workshops. Experiential learning is the core of this material. The primary use of the curriculum is to equip volunteers interested in becoming trainers with the skills to accomplish that task. It can be used in any learning situation, with any age group and composition of learners, to any subject matter.

0067

Transition strategies for the volunteer world.

Schindler-Rainman, E. Boulder, Colo. : Association for Volunteer Administration. The Journal of volunteer administration. Spring 1984. v. 2 (3). p. 45-49. Includes references. (NAL Call No.: DNAL HV91.J68).

The author states that now is the most exciting, challenging, vital, vibrant time to be alive and active in the Volunteer World. It is in transit. We are moving from the no longer to the not yet. This paper describes seven transitions and some of the strategy challenges that transition managers must meet. These transitions are: 1) changing volunteer participants, 2) changing money picture, 3) changing roles and systems, 4) changing organization structures, 5) pushes to collaboration, 6) changing values and 7) increased need for planning.

0068

Turning pointspreparing American youth for the 21st century : the report of the Task Force on Education of Young Adolescents.

Washington, D.C. : Carnegie Council of Adolescent Development, Carnegie Corp. of New York, c1989. "June 1989.". 106 p. : ill. ; 28 cm. Includes bibliographical references (p.86-92). (NAL Call No.: DNAL LB1623.C2).

Abstract: This report examines the status of young adolescents and discusses recommendations for improving middle grade school education in order to reduce the number of youth at risk in America. The first section presents the current status of young adolescents in the United States, including statistics on substance abuse, sexual activity, school dropouts, academic proficiency, and mortality. The middle section contains a chapter on each of the following recommendations for change: creating a community for learning, teaching a core of common knowledge, ensuring success for all students, empowering teachers and administrators, preparing teachers for the middle grades, improving academic performance through health and fitness, reengaging families in education, and connecting schools with communities. The final section discusses the role of educators, parents, community organizations, health professionals, and government leaders in the effort to improve education.

0069

The use of management information systems in volunteer program management.

Sigler, R. ; McNutt, J.G. Boulder, Colo. : Association for Volunteer Administration. The Journal of volunteer administration. Fall 1982. v. 1 (1). p. 47-54. Includes references. (NAL Call No.: DNAL HV91.J68).

The management information system is a useful tool for managers of any size. Management information systems provide factual data which can be used in making management decisions. This article provides background material on these

systems and discusses the process needed to establish an effective system to be used with volunteer programs.

0070

Using volunteer marketing professionals.

Fromer, C.S. Madison, Wis. : Extension Service. Journal of extension. Fall 1990. v. 28. p. 23-24. (NAL Call No.: DNAL 275.28 J82).

The Connecticut Cooperative Extension Service created a Public Information and Marketing Advisory (PIMA) Board to obtain marketing advice on their mission, goals, the environment in which their programs were functioning, and in public awareness. Board members consisted of top officials from private companies in advertising, public television, insurance, marketing, and media services. What made their services unique was that the members served as volunteers rather than being paid for their services. The value of this cooperative effort resulted in an increased awareness of which activities should be focused upon. The impact of Extension's educational programming was also intensified, with Connecticut residents reaping the benefits.

0071

Valuing volunteers: a naturalistic approach.

Curtis, K.M. ; Fisher, J.C. Boulder, Colo. : Association for Volunteer Administration. The Journal of volunteer administration. Fall 1989. v. 8 (1). p. 11-17. Includes references. (NAL Call No.: DNAL HV91.J68).

Two familiar methods have been used to assess the efforts of volunteers: 1) collection of statistical data on the amount of volunteer effort, and 2) analysis of replacement costs of equivalent positions. Each of these methods has limitations in its ability to present information which accurately reflects the impact of volunteer programs on the lives of clients. This article reviews these limitations and proposes a naturalistic approach which allows decision makers and funding sources to assess the value of volunteer services on the basis of a more appropriate presentation of program outcomes.

0072

A vision for strengthening local leadership: how to create an effective volunteer coordinator system.

Fox, W. Lafayette, Ind. : The Service. 4-H - Purdue University Cooperative Extension Service. Feb 1989. (723). 42 p. Includes references. (NAL Call No.: DNAL S533.F66F43).

This publication is written to guide a team of volunteers and salaried staff through the process of reviewing their current middle management system and creating a strengthened system. The guidepost model and L-O-Q-P Model are both described and illustrated in the manual. The role of an Extension Agent who involves volunteer coordinators is described as well as 4 types of volunteer coordinator roles. There are 9

appendices which include a sample survey tool, 3 sample job descriptions for volunteer coordinators, a set of guidelines for providing feedback to volunteers and sample organizational charts.

0073

Voluntary action and experiential education.

Graham, R.A. Chestnut Hills, Mass. : Association of Voluntary Action Scholars. Journal of voluntary action research. Oct 1973. v. 2 (4). p. 186-193. Includes references. (NAL Call No.: DNAL HV40.J68).

This article deals with the ways voluntary action can help develop patterns of logical thought and moral judgement, and suggests why persons with advanced patterns of moral judgement are apt to engage more frequently in voluntary action than do others.

0074

Volunteer aspirations Wendy Hamilton.

Hamilton, Wendy. Stacy, MN : Spectra Photo/Audio. 1989? . Presented at the 43rd Annual Conference of the National Association of Extension 4-H Agents, Mobile, Alabama, Nov. 5-9, 1989.~ "1989 NAE4-HA Annual Conference.~ Title in program book: Meeting their needs : identifying with volunteer aspirations.~ "414-T195; 414-T198.". 2 sound cassettes (ca. 180 min.). (NAL Call No.: DNAL Audiocassette no.179).

Abstract: This workshop targets 4-H staff who want to motivate volunteers. For many reasons volunteers often become lost in the framework of the 4-H program, resulting in frustration or resignation from their roles. This workshop will define effective ways for staff to help leaders: (1) enjoy and celebrate their volunteer experiences, (2) develop a program environment that fosters clarity and creativity, and (3) gain experiences and build on skills. Examination of a systems management approach to directing a volunteer program will be provided. We will also discuss the computer program being developed in Montana to track the growth of volunteers (a program that is evolving from the Montana Kellogg Volunteer Project--The Implementation of Middle Management Into County 4-H Programming). According to this method, volunteers receive training based on their needs, goals, aspirations and beliefs. Finally, the workshop will examine the buttons that turn volunteers on, the concept of volunteer waiting list, and volunteer issues from county, state, and national perspectives.

0075

Volunteer information manual / compiled by Center for Volunteer Development, Virginia Cooperative Extension Service.

Blacksburg, Va. : The Center. 1986 . "September 1, 1986."--Intro. vi, 599 p. : ill. ; 30 cm. Includes bibliographies. (NAL Call No.: DNAL HN49.V64V62).

Abstract: The Volunteer Information Manual contains training materials gathered from approximately 40 statewide

agencies and organizations. Topics covered include budgets, bylaws, meetings, planning, fundraising, job descriptions, public relations, career development, computers, leadership, recruitment, supervision and tax information. This 600 page looseleaf notebook provides step-by-step instructions, examples, exercises, guidelines and bibliographies to aid in developing, staffing and maintaining a volunteer organization.

0076

Volunteer mentors empower inner-city youths.

Rowe, P. Washington, D.C. : Office of Human Development Services, Department of Health and Human Services. Children today. Jan/Feb 1990. v. 19 (1). p. 20-23. ill. (NAL Call No.: DNAL HV701.C51).

This self-esteem, achievement, and mentor-helping-teens program was established in 1982 in southwest Washington, DC. The program is governed by a Youth Activities Task Force consisting of government employees and other interested adults who serve as mentors-counselors to the 14-21 year-old youth. Summer job placement program recruits train and counsel neighborhood minority youth with the goal of helping them find and maintain meaningful employment.

0077

Volunteer middle management: a systems view.

Palmer, D.E. Tucson, Ariz. : Associates for Youth Development. New designs for youth development. Winter/Summer 1989. v. 9 (1/3). p. 13-16. ill. Includes references. (NAL Call No.: DNAL HQ793.N48). An empowered volunteer staff is an important goal of a volunteer middle management system. Palmer describes elements of successful volunteer involvement including: Knowledge of mission and framework of the organization and knowledge of what work is done by paid and volunteer staff. Communication is discussed as it relates to different levels of people within a system. Key questions are provided to help analyze the status, progress, and change within the organization. Palmer also describes characteristics of productive human systems and gives practical suggestions and a checklist of processes to be established and maintained in a workable volunteer effort. Palmer advocates that we think about volunteer systems, not individual volunteer roles. "We lead people, we manage things."

0078

The volunteer needs profile: a tool for reducing turnover.

Francies, G.R. Boulder, Colo. : Association for Volunteer Administration. The Journal of volunteer administration. 1983. v. 1 (4). p. 17-33. Includes references. (NAL Call No.: DNAL HV91.J68). Brown County (Wisconsin) Department of

Social Services recruited 104 volunteers in 1979. But they also lost 102 volunteers. The problem addressed by this research is that of volunteer turnover. This study determined how to reduce the number of volunteers who quit their volunteer work. A Volunteer, Needs Profile was constructed. It's purpose is to measure the relative strength of a person's needs in seven areas: the need for experience, the need to express feelings for social responsibility, the need for social contact and the need to achieve. The study's testing, conclusions and recommendations are provided.

0079

Volunteer time.

Rowland, V. Madison, Wis. : Extension Journal. Journal of extension. Fall 1990. v. 28. p. 21-22. Includes references. (NAL Call No.: DNAL 275.28 J82).

For years Extension has worked with volunteers to accomplish its mission. However, with the increase of women entering the workforce, fewer volunteers are available. This study compared a group of 43 volunteers with another group of 192 non-volunteers and examined their perceived time availability. Using the Perceived Adequacy of Resources Scale, the study revealed that even though volunteers are just as busy as others, they perceive they have more time for helping others than those who don't.

0080

Volunteeringa national profile.

Arlington, Va. : VOLUNTEER--the National Center, 1987. Undertaken in connection with J.C. Penney's Golden Rule Award program. 1 folded sheet (6 p.) : ill. ; 28 cm. (NAL Call No.: DNAL HN49.V64V64).

Abstract: This study was a nationwide survey to obtain information that was not previously available to the volunteer community for the encouragement of corporate support of volunteerism and recruitment of volunteers. The sample population included 1,000 individuals aged 18 years or older who were interviewed by telephone. The survey documented several motivating issues for volunteers. The survey indicated the following results. Most people volunteer for religious organizations; people volunteer because they want to help others; non volunteerism is a result of lack of time; short-term assignments would be the most important incentive in getting people to volunteer; and that employer encouragement makes a significant difference for individuals to volunteer. There is a plus or minus 3 percentage sampling error.

0081

Volunteerism a professional research and knowledge taxonomy for youth development /Sandra L. Facinoli.

Facinoli, Sandra L. Beltsville, Md. : National Agricultural Library, U.S. Dept. of Agriculture, 1989. Revision

of: 4hprk : volunteerism / Kathleen C. Hayes. 1988.~ "Revised September 1989.". 19 p. ; 28 cm. (NAL Call No.: DNAL aZ7164.Y8H3 1989).

Abstract: This bibliography represents a part of the materials in the 4hprk collection through September, 1989. 4hprk is a taxonomy of professional research and knowledge for 4-H and youth development professionals. It was developed as part of USDA funded research conducted at Ohio State and Mississippi State Universities. The set of bibliographies is composed of five categories: communication, educational design, youth development, youth program management, and volunteerism. A bibliography has been created for each category. The bibliographies provide a bibliographic citation and an abstract for each item in the collection.

0082

Volunteerism in people's plan '87 impact study /R. David Mustian.

Mustian, R. David. Raleigh, N.C. : North Carolina Agricultural Extension Service, North Carolina State University, 1988. Cover title: Community & rural development. vi, 103 leaves : map ; 28 cm. Includes bibliographical references (p. 84-86). (NAL Call No.: DNAL HN49.V64M8).

Abstract: This report presents the results of several studies which examined volunteerism. The author first reviews previous literature on volunteerism, including studies on characteristics, motivation, roles, and satisfaction. Next, the methods of the study completed by the author are presented. This study examined Cooperative Extension volunteers in one state. In the results section, the national study of volunteerism is presented first, followed by specific results from the national study for the Southern region, the Gallup poll, and, finally, the author's study. Factors examined include types of tasks, attitudes, satisfaction, reasons for volunteering, outlook on life, recruitment, and incidents reported.

0083

Volunteers as master teachers.

Feather, B. Madison, Wis. : Extension Journal. Journal of extension. Fall 1990. v. 28. p. 23. (NAL Call No.: DNAL 275.28 J82).

Extension services throughout the United States are using the Missouri Master Teacher Program (MMTP) to develop teaching skills in volunteers. A dual function program, MMTP provides inservice training for county agents for their roles in support, supervision, and evaluation of volunteers, while it teaches volunteers essential teaching skills. Volunteers are given the opportunity to practice techniques they've learned with brief demonstrations and presentations.

0084

Volunteers for the future.

; Palmer, Dwight E. Chevy Chase, Md. : National 4-H Council, 1989. Cover title:~ "Dwight E. Palmer, Volunteers for the Future project manager, National 4-H Council"--acknowledgements p.~ Material is bound in 3-ring binders.~ Videocassettes are in VHS format. 3 v. : ill. ; 30 cm. + 8 videocassettes (ca. 257 min. : sd., col. ; 1/2 in.). Includes bibliographical references. (NAL Call No.: DNAL S544.V6). Abstract: These volumes report the activities of numerous state extension service programs intended to develop volunteer participation in the cooperative extension service. Volunteers play a crucial role in many facets of our society. These materials concern the organization, recruitment, management and utilization of volunteers. The use of volunteers in extension and 4-H programs is emphasized. Videocassette materials illustrating the activities of various volunteer programs are included.

0085

Volunteers' life-styles: market segmentation based on volunteers' role choices.

Heidrich, K.W. San Francisco, Calif. : Jossey-Bass, Inc. Nonprofit and voluntary sector quarterly. Paper presented at "The Annual Meeting of the Association of Voluntary Action Scholars," held October 19-21, 1988, Chevy Chase, Maryland. 1990. v. 19 (1). p. 21-31. Includes references. (NAL Call No.: DNAL HV40.J68).

This article reports on a study of volunteers in different types of roles and different levels of involvement in three types of formal organizations. The study applies market segmentation techniques to the problem of volunteer recruitment and retention in nonprofit voluntary organizations. Volunteers selected leadership as the most satisfying role more often than the roles of general support, direct service/and member-at-large. Volunteers who liked leadership roles were more active in the organization to which they belonged and they had higher occupational prestige. Findings of this study suggest that the pool of potential leaders in an organization's general membership is probably larger than it appears. The study's hypothesis that types of roles within voluntary organizations are preferred by people with distinct life style characteristics was supported. Organizations can develop targeted recruitment strategies appealing to specific segments.

0086

What leaders really do.

Kotter, J.P. Boulder, Colo. : The Journal. Harvard business review. May/June 1990. v. 68 (3). p. 103-111. (NAL Call No.: DNAL 280.8 H262). Leadership and management are two distinctive but complementary systems of action; both roles of which are necessary in a well-run organization.

Management is about coping with complexity, planning and budgeting, organizing and staffings and controlling and problem solving. Leaderships in contrast, is about setting a direction, aligning people and motivating people. Kotter alleges that today most U.S. corporations are overmanaged and underled and suggests that corporations need to create a culture of leadership that nurtures people with leadership potential.

0087

Youth in environmental action an international survey /prepared by the International Youth Federation in collaboration with UNEP and IUCN as a contribution to International Youth Year ; editor, Jan J. Voordouw.

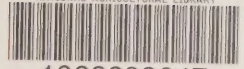
; Voordouw, Jan J. Gland, Switzerland : IUCN ; Skanderborg, Denmark : IYF distributor , 1987. 72 p., 2 p. of plates : ill., maps ; 30 cm. (NAL Call No.: DNAL S900.Y68).

Abstract: This report describes the involvement of youth around the world with the environment and environmental issues. The objective of the document is to describe program in which young people are learning about the enviroment and also performing vital conservation tasks. Examples of how youth movements work, what their attitudes are, and what they can accomplish are provided. Information about the International Youth Federation for Environmental Studies and Conservation (IYF) and guidelines for organizers of youth leader training courses are given.

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